

FY 2009 Budget
2008 Annual Town Meeting
OVERALL TIME-LINE
as endorsed by Board of Selectmen 061307
updated 11/7/07

		Red = budget
		Green = capital planning
		Blue = town meeting
		Black = other, related
		Purple = changes
Date	Time	Activity
Thurs, June 7		Send out draft FY 09 budget & 2008 ATM timeline to SchCom, FinCom for review, comment
Tues, June 12		Comments (if any) due back from SchCom, FinCom for 06/13/07 BOS meeting
Wed, June 13	6PM	BOS adopt FY 09 budget & 2008 ATM timelines
Mon, July 9		FY 09 capital request instructions go out to all depts (from Town Admin)
Tues, Aug 2	9AM	Ad hoc budget work group reviews budget guideline possibilities
Fri, Aug 10		FY 09 capital requests due back from all depts
Month of Aug		Town Admin review of FY 09 capital requests
Wed, Aug 22	6PM	FinDir presents preliminary FY 09 budget & revenue projections at BOS meeting with School Comm, FinCom; BOS endorses FY 09 budget instructions
Tues, Aug 28	9AM	Ad hoc budget work group reviews budget guidelines
Wed, Sept 5	6PM	BOS reviews pending HR pets that have not been acted upon by Legislature to determine whether or not to include on 07 ATM warrant; if not, Town Admin notifies original citizen sponsor
Fri, Sept 7		FY 09 budget instructions go out to all depts (from Town Admin)
Tues, Sept 11	4PM	Town Admin reviews FY 09 capital requests and 10 year capital budget forecast with FinCom
Wed, Sept 12	6PM	Town Admin presents FY 09 capital requests to BOS; plus review of 10 year Capital Budget forecast
Wed, Sept 19	6PM	Town Admin presents FY 09 capital request recs to BOS
Wed, Sept 26	6PM	BOS votes on its recommended FY 09 capital projects
Thurs, Sept 27		FY 09 BOS approved capital requests forwarded to CPC
Months of Oct & Nov	TBD	CPC meetings re: FY 09 capital requests
Oct 4, Oct 11		Advertise opening & closing dates of 2008 ATM warrant for citizen article submittals
Oct 12 - Nov 23		2008 ATM warrant open for citizen article submittals
26-Nov		Transmittal of any citizen zoning articles to Planning Board
19-Oct		FY 09 budgets due back to Town Admin from all depts
Oct 19 - Nov 16		Town Admin & FinDir compilation of FY 09 budget submittals; further refinement of FY 09 revenue projections
Tues, Nov 13	9AM	BOS reivew of 08 ATM warrant articles (workshop mtg)
Mon, Nov 19	9AM	Ad hoc budget work group reviews status of FY 09 budget projections

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Wed, Dec 5	6PM	BOS meeting with School Comm, FinCom to review preliminary FY 09 General Fund budget and 5-year General Fund forecast by Town Admin/FinDir
Month of Dec		Compilation of draft 2008 ATM warrant; legal review of articles; review/approval of BOS/dept articles
Tues, Dec 4	TBD	CPC adoption of FY 08 capital request recommendations; forwarded to FinCom
Wed, Dec 12	6PM	Town Admin/FinDir presentation of FY 09 General Fund budget recommendations at BOS meeting with School Comm, FinCom
Wed, Dec 19	6PM	BOS review of FY 09 General Fund budget recommendations
Wed, Dec 26	6PM	BOS review and/or adoption of FY 09 General Fund budget; review of FY 09 solid waste & sewer enterprise fund budgets
Wed, Jan 2		BOS review of draft dept/BOS warrant articles
Mon, Jan 7	4PM	FinCom meeting with School Comm & BOS: BOS/Town Admin presentation of FY 09 General Fund budget & FY 09 revenue projections
Jan 8 - Feb 21	4pm mtgs TBD	FinCom review of FY 09 General Fund, Enterprise Fund, County and School budgets; other FY 09 financial requests; FinCom review of FY 09 capital requests
Wed, Jan 9	6PM	BOS review of draft dept/BOS warrant articles
Wed, Jan 16	6PM	BOS review of draft dept/BOS warrant articles
Wed, Jan 23	6PM	County Commissioners adopt FY 09 County budget
Wed, Jan 23	6PM	BOS adoption of 2008 ATM warrant & any ballot questions
Thurs, Jan 24		Transmittal of 2008 ATM warrant to FinCom
Jan 24 - Feb 28	4pm mtgs TBD	FinCom review of 2008 ATM warrant articles
Fri, Jan 25		Transmittal of 2008 ATM warrant to newspaper for publication
Thurs, Jan 31		Publication of 2008 ATM warrant in newspaper
Mon, Feb 4		Fincom public hrg notice on 2008 ATM warrant articles sent to newspaper
Tues, Feb 5	2PM	Ad hoc budget work group tapes televised "forum" re: FY 09 budget
Wed, Feb 6		Estimated date of free cash certification (?)
Thurs, Feb 7		FinCom public hearing notice on 2008 ATM warrant articles published in newspaper
Tues, Feb 12	7PM	FinCom public hearing on 2008 ATM warrant articles
Wed, Feb 13	6PM	BOS meeting with School Comm, FinCom re: FY 09 budget projection status
Mon, Feb 25		Planning Board submittal of motions on 2008 ATM zoning articles to Town Admin

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Feb 26 - Mar 13		Town Counsel review of FinCom motions for warrant articles
Wed, Feb 27	6PM	BOS review of recommendations on 2008 ATM warrant articles
Thurs, Feb 28	4PM	FinCom adoption of motions to 2008 ATM warrant articles
Wed, Mar 5	6PM	BOS adoption of recommendations on 2008 ATM warrant articles
Fri, Mar 14		Submission of 2008 ATM warrant with FinCom motions; BOS recommendations to the printer (last possible date to do so in order to meet Charter requirements)
Thurs, Mar 27		2008 ATM warrants with FinCom motions & BOS recommendations mailed to voters
Mon, Mar 30	4PM	BOS tapes televised forum re: 08 ATM
Thurs, Apr 3	10AM	Moderator's pre-town meeting conference
Mon, Apr 7	7PM	2008 ATM begins
Tues, Apr 15		Annual Town Election
June, 2008		FY 08 Reserve Fund transfers; FY 08 budget transfers
ITEMS NOT INCLUDED IN HERE: dates of Planning Board public hearings on zoning articles; Town Clerk voter registration data		
NOTES:		
-- schedule may need to be adjusted to allow more time for FinCom review, Town Counsel review??		
-- School vacation weeks are: Feb 25-29; Apr 21-25		
-- Holidays: Oct 8, Nov 12, Nov 22, Dec 25, Jan 1, Jan 21, Feb 18		
-- ATM scheduled to be held BEFORE the election (was the reverse for 2007)		
NEW THIS YEAR:		
-- more ad hoc budget work group mtgs		
-- review of 09 capital projects, 10-yr capital forecast with FinCom before BOS		
-- 2 televised forums to be scheduled, 1 for ad hoc work group to review 09 budget; 1 for BOS to review 08 ATM		
-- BOS adoption of its recommendations is scheduled for AFTER FinCom motions are adopted		